The Team Reset

A 15-minute conversation to agree priorities and support

Use this guide when work feels busy, priorities are shifting or your team needs a clearer plan. Aim to leave with three shared priorities and clear next steps.
Before you start: bring the current task list. Ask everyone to contribute; for larger teams, gather thoughts beforehand. Discuss personal concerns privately afterwards.

1. Check in (2 minutes)

Ask: What is taking the most time or energy? What is getting in the way? Listen before suggesting a solution.
Main pressure or obstacle:

_____

2. Agree priorities (4 minutes)

Ask: Which three outcomes matter most this week? Be specific about what “done” means.
Our three priorities:

_____

_____

3. Make room (3 minutes)

Ask: What can wait, stop or be simplified? If a deadline cannot move, what else needs to change?
We will pause or change:

_____

4. Identify support (3 minutes)

Ask: Who needs help, a decision or more information? Agree who will provide it and by when.
Support needed and who will help:

_____

5. Commit and check (3 minutes)

Ask: What happens next, who owns it and by when? Agree a date to review progress.
Action / owner / due date:

_____

Review date: _____

Example: Finish the client proposal by Friday. Pause the internal presentation. Share costings by Tuesday. Check progress on Thursday.

Close by asking: Is this plan realistic, and is anything still unclear?

Need help putting this into practice? Contact hello@make-strides.com to start a conversation.